



# THE COMMUNICATOR

Grant County Employee Newsletter

Volume 8, Issue 3

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**Submitted by Joyce Roling, Personnel Director**



## ***Reminder of recent Wisconsin Laws:***

1. As of June 1, 2010, all drivers operating in the state of Wisconsin must carry proof of insurance in their vehicles. Wisconsin Statute Subchapter VI of Chapter 344 reads in part:
  - No person may operate a motor vehicle unless the owner or operator of the vehicle has in effect a motor vehicle liability policy with respect to the vehicle being driven.
  - No person may operate a motor vehicle unless the person, while operating the vehicle, has in his or her immediate possession proof of motor vehicle liability insurance.
2. Effective July 5, 2010, workplaces, bars and restaurants will be smoke free across the state of Wisconsin. The Grant County Health Department along with your health insurance provider is a good resource for more information regarding smoking cessation.

## ***Update! Direct Deposit of paychecks....***

Thank you to all who have taken advantage of the direct deposit of your paychecks. The employee participation in this has grown by 7% since writing about it in the last county newsletter. Direct Deposit is already an option of choice for many employers, including many government programs where payments are made, i.e. Social Security, Federal and State tax reimbursement, etc. It is the desire of Grant County to have all of payroll directly deposited in accounts so that we may enjoy the efficiency it brings. Anyone who hasn't enrolled, but are interested, please contact our office for more information.

## ***Policies***

Many of you have signed a confidentiality agreement or have been trained in confidentiality. Below you will find the Confidentiality policy found on page 22 of the Employee Handbook. Each department may have a policy which is specific for each program, i.e. HIPAA. This is a good time to review those policies as a reminder. Attached to this newsletter, you will also find a policy on Conduct Rules. This is a good reminder of the general standards of conduct expected for Grant County Employees. This policy covers property, conflict of interest, dress, gifts, mail, solicitation, phone use, and nepotism. Remember to review your internal department policies regarding conduct as well.

## ***CONFIDENTIALITY***

*Employees may, because of their responsibilities, have access to confidential County information. This may include information concerning the County's practices, employee records and client information, court records, and so forth. All employees are responsible for protecting the confidentiality of this information. A violation of this policy can subject an employee to discipline, up to and including termination.*

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045.

## CONDUCT RULES

Rules reflecting general community standards for conduct in a working environment are considered Conduct Rules. Improper conduct, even though not covered by a specific rule, is included in this infraction category.

**A. Care of Equipment and Property.** Careless handling of equipment, supplies, or property greatly increases the cost of operations. Any equipment deliberately abused by an employee will be repaired or replaced by the employee. Maintenance repair slips should be used to keep the maintenance staff aware of any repairs that need to be made.

**B. Conflict of Interest.** No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course of, or by reason of, his/her official position or activities.

**C. Dress.** The personal appearance of all employees is important to our image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with standards of the community, business and occupation.

**D. Gifts and Gratuities.** The nature of public employment, and the ethics of public service, dictate that no employee is allowed to accept gifts or gratuities from vendors, County residents or others, for any reason.

**E. Personal Mail.** The use of any County facility as a mailing address, for personal purposes, is not permitted.

**F. Solicitation/Distribution.** Solicitation and/or distribution of material, by an employee, to another employee, is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on his/her working time. Furthermore, in the interest of employee safety and well-being, the distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities, without the express permission of the Employee Relations Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for charitable fund raising activities may be solicited on County property, only with the advance permission of the Employee Relations Committee or County Board Chair.

**G. Telephone.** People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the county for any personal calls made from county phones.

**G2. Cellular Phones.** The telephone policy G1 applies to the use of cellular phones. If employees are issued a county provided cellular phone it must be used for work-related purposes only. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life threatening/emergency situation).** Employees must find a safe spot to park their vehicle before using handheld cellular phones.

(revised 12/19/2000)

**H. Nepotism.** The employing unit, department or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other", of the immediate supervisor. This prohibition shall also apply to step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.

## County Board Downsized

In April the Grant County Board of Supervisors was downsized to 17 (from 31). This is a list of the current supervisors and the district each represents.

<u>Supervisor</u>	<u>District</u>
Ivan Farness.....	1
Grant Loy.....	2
Robert Scallon.....	3
Robert Keeney.....	4
Stephen Adrian.....	5
John Patcle; Chair.....	6
Vern Lewison.....	7
Patrick Schroeder.....	8
Larry Wolf.....	9
Mark Stead.....	10
Margaret Ruf.....	11
Dwight Nelson.....	12
Carol Beals.....	13
Lester Jantzen.....	14
John Beinborn.....	15
Donald Splinter.....	16
Vincent Loeffelholz.....	17



## \$10 Office Visit Co-pay Reimbursement Requests

The Personnel Office will be accepting reimbursement request forms on the following dates for 2010 office visits: **July 12th**, **October 11th**, and **January 17th** (of 2011). Payment will be made within fifteen days after the request deadline or as soon as reasonably possible. Please contact the Personnel Office with any questions.



## Flex reimbursement for over-the-counter medications will be changing next year.

For expenses incurred beginning January 1, 2011, you will need a doctor's prescription to get tax free reimbursement. This includes items such as cold, cough, allergy, and sinus medications. You will need to remember this when planning your flex budget for 2011. Please contact the Personnel office with any questions (608)723-2540.

## Office Co-pay Reimbursement Policy

Grant County will reimburse employees for eligible \$10 office co-pays for themselves and dependents covered under Grant County Health Insurance above and beyond twelve per plan that occur between January 1 and December 31 of each year. The first twelve office co-pays are the responsibility of the employee.

The following information is required to be received in the Personnel Office before reimbursement is made.

- Reimbursement request form
- Proof of office co-pays paid by employee's with service dates, including the first twelve. The proof of payment can be in the form of a receipt or an official statement from the physician's office.

The Personnel Office will accept reimbursement requests on the following dates and reimbursement will be made within fifteen days or as soon as reasonably possible.

April 10

July 10

October 10

January 15 (for the prior years office co pays) Requests received after this date for the prior years co-pays will be forfeited.

Please note: The IRS regulations for section 125 reimbursement (EBC FLEX) does not allow an individual to deduct pre-tax any reimbursement that will be made by both the employer and EBC FLEX. The most you can deduct from your check for EBC Flex will be for your first twelve office visits, which is your responsibility to pay.

## OFFICE CO-PAY REIMBURSEMENT REQUEST FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Office visit dates – First Twelve (Not eligible for reimbursement)			
1.	2.	3.	4.
5.	6.	7.	8.
9.	10.	11.	12.

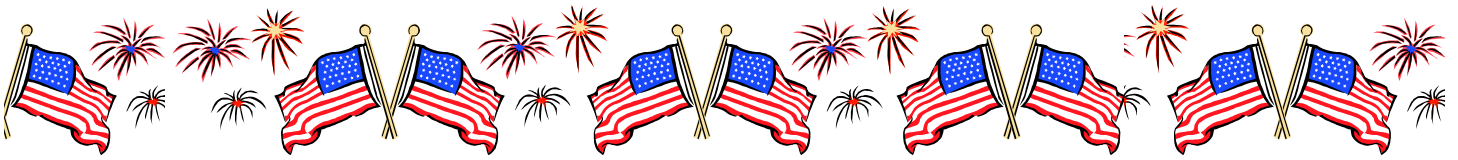
I understand that I am responsible for the first twelve office co-pays in each year.

Office visit dates - Beyond First Twelve (Eligible for reimbursement)			
13.	14.	15.	16.
17.	18.	19.	20.
21.	22.	23.	24.
25.	26.	27.	28.
29.	30.	31.	32.
33.	34.	35.	36.
37.	38.	39.	40.
41.	42.	43.	44.
45.	46.	47.	48.
49.	50.	51.	52.
53.	54.	55.	56.
57.	58.	59.	60.
61.	62.	63.	64.
65.	66.	67.	68.
69.	70.	71.	72.
73.	74.	75.	76.
77.	78.	79.	80.
81.	82.	83.	84.
85.	86.	87.	88.
89.	90.	91.	92.

I certify that the above are accurate and **proof of office visits and dates are attached**.  
Fraudulent claims may lead to immediate termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Service Anniversaries (5 year increments)**

Patricia Coates, 30 years on September 8th

Janet Moravits, 20 years on September 4th

Linda Barr, 15 years on July 14th

Nathan Dreckman, 15 years on July 31st

Gayle Mason, 15 years on August 3rd

Jennifer Carl, 15 years on August 22nd

Heidi Hutchcroft, 5 years on August 8th

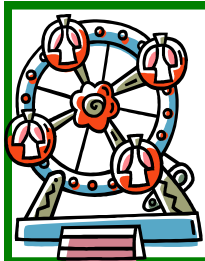
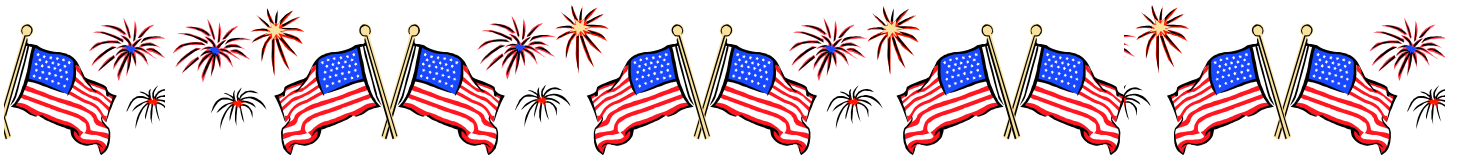
James Robison, 5 years on September 9th

Rachael Schneider, 5 years on September 9th

Thomas Schindler, 5 years on September 14th

**Congratulations on reaching these milestones!**

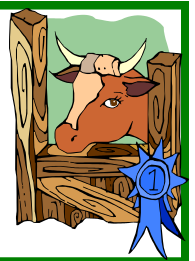
**Thank you.**



Plan to attend the 155th *Grant County Fair*

August 15th – 22nd

Log onto [www.grantcountyfairwi.org](http://www.grantcountyfairwi.org) for more information.



P U F M T P H T G O C A O I L E L C N T S L N F H  
 E N N E N O O E N U C C O Y P B E R E I E P R U R  
 T D L F C R T Y A D A I R O L L G A I R O E N R G  
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Appreciation  
 Benjamin Franklin  
 Blue  
 Celebration  
 Colonies  
 Commemorating  
 Continental Congress  
 Declaration of Independence  
 Equality  
 Federal Holiday  
 Fireworks  
 Flag



Founding  
 Fourth of July  
 Freedom  
 History  
 Honor  
 Independence Day  
 John Adams  
 Liberty  
 Life  
 Nationhood  
 Parades  
 Patriotic



Picnics  
 Pursuit of Happiness  
 Red  
 Stars  
 Stripes  
 Thomas Jefferson  
 Traditions  
 Unalienable Rights  
 United States of America  
 White